

## A Site and Design Review Application for Colima Construction Office Building

<b>Submitted to:</b>	City of Canby Planning Department 222 NE 2 <sup>nd</sup> Avenue Canby, OR 97013
<b>Applicant:</b>	Colima Construction LLC PO Box 180 Canby, OR 97013
<b>Property Owner:</b>	Colima Property Holdings LLC 309 NE 19 <sup>th</sup> Avenue Canby, OR 97013
<b>Applicant's Consultant:</b>	AKS Engineering & Forestry, LLC 12965 SW Herman Road, Suite 100 Tualatin, OR 97062  Contact: Chris Goodell, AICP, LEED <sup>AP</sup> Email: <a href="mailto:chrisg@aks-eng.com">chrisg@aks-eng.com</a> Phone: (503) 563-6151
<b>Site Location:</b>	1568 SE 3 <sup>rd</sup> Court
<b>Clackamas County Assessor's Map:</b>	3 1 E 34C Tax Lot 3800
<b>Site Size:</b>	±0.37 acres
<b>Land Use District:</b>	Commercial Manufacturing (C-M)

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## **I. Executive Summary**

Colima Construction LLC (Applicant) is submitting this site and design review application for a future professional office building within the Redwood Professional Village 2 Subdivision. This office building will be the future home of Colima Construction, LLC, a local general contractor that builds within the Pacific Northwest. The subject property is ±0.37 acres in size (Clackamas County Assessor's map 3 1 E 34C Tax Lot 3800) and has a Commercial Manufacturing (C-M) zoning designation. The planned project features include:

- ±2,750-square-foot office building designed to be harmonious with surrounding office buildings
- New facility to house a local construction company office providing jobs that support the local economy
- Off-street parking to accommodate 15 vehicle parking spaces and three bicycle parking spaces
- ±7,511 square feet of landscaped area (±46 percent of site area)
- Open space area that includes picnic tables for future employees to enjoy
- Low Impact Development (LID) practices including drought tolerant landscape materials, rain garden for stormwater, and an open space area
- Pedestrian connectivity that allows and provides for pedestrian travel from SE 3<sup>rd</sup> Court and parking area to the future office building and adjacent Molalla Forest Road Trail

This application includes the City application forms, written materials, and preliminary plans necessary for City staff to review and determine compliance with the applicable approval criteria. The evidence is substantial and supports the City's approval of the application.

## **II. Site Description/Setting**

The subject site is Lot 6 of the Redwood Professional Village 2 Subdivision, a subdivision plat approved by the City of Canby (SUB05-06) and recorded with Clackamas County in 2007 as plat number 4151. The site is ±0.37 acres (16,156 square feet) and fronts the cul-de-sac at the terminus of SE 3<sup>rd</sup> Court. Sewer, water, and franchise utilities are located within SE 3<sup>rd</sup> Court.

The northeastern property line abuts the Molalla Forest Road Trail and contains a portion of an existing pedestrian access to the trail. Abutting properties are all zoned Commercial Manufacturing (C-M) and other professional office buildings have been constructed within the Redwood Professional Village 2 Subdivision.

## **III. Applicable Review Criteria**

### **CANBY MUNICIPAL CODE**

#### **Division III. Zoning**

#### **Chapter 16.08 GENERAL PROVISIONS**

##### **16.08.090 Sidewalks required.**

- A. In all commercially zoned areas, the construction of sidewalks and curbs (with appropriate ramps for the handicapped on each corner lot) shall be required as a condition of the issuance of a building permit for new construction or substantial remodeling, where such work is estimated to exceed a valuation of twenty thousand dollars, as determined by the building code. Where multiple permits are issued for construction on the same site,

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this requirement shall be imposed when the total valuation exceeds twenty thousand dollars in any calendar year.

- B. The Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews.

**Response:** As shown on the Preliminary Plans (Exhibit A), there is an existing sidewalk along a portion of the site's frontage on SE 3<sup>rd</sup> Court. This application includes an extension of the existing sidewalk to the site's western boundary. Therefore, these provisions are met.

16.08.110 Fences.

- A. Fences not more than three and one-half feet in height may be constructed within the street setbacks of any R-1, R-1.5, R-2 or C-1 zone. Fences not more than six feet in height may be constructed in any interior yard, rear yard, or street yard along an alley; provided, however, that in no case shall a fence be constructed in violation of the requirements of a vision clearance area.

(...)

**Response:** As shown on the Preliminary Plans (Exhibit A), this application includes fencing around the trash and recycling facilities and the air conditioner. The Preliminary Architectural Plans (Exhibit C) illustrate the fence around the air conditioner is planned to be a 4-foot-tall wooden fence, and the fence around the trash and recycling facilities is intended to be a 6-foot wood fence. Therefore, to the extent applicable, these standards are met.

16.08.150 Traffic Impact Study (TIS).

(...)

- B. Initial scoping. During the pre-application conference, the city will review existing transportation data to determine whether a proposed development will have impacts on the transportation system. It is the responsibility of the applicant to provide enough detailed information for the city to make a determination. If the city cannot properly evaluate a proposed development's impacts without a more detailed study, a transportation impact study (TIS) will be required to evaluate the adequacy of the transportation system to serve the proposed development and determine proportionate mitigation of impacts. If a TIS is required, the city will provide the applicant with a "scoping checklist" to be used when preparing the TIS.

- C. Determination. Based on information provided by the applicant about the proposed development, the city will determine when a TIS is required and will consider the following when making that determination.

(...)

**Response:** As discussed with City engineering staff at the pre-application conference, a transportation impact study (TIS) would be required if the anticipated trip generation count exceeds 100 average daily trips. This application involves site and design review for a future ±2,750-square-foot office building. Based on Institute of Transportation Engineers (ITE) Category 710 Data for General Office Buildings (Exhibit F), an office building of this size is anticipated to create 27 average daily trips. Therefore, a transportation impact study is not required.

16.08.160 Safety and Functionality Standards.

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The City will not issue any development permits unless the proposed development complies with the city's basic transportation safety and functionality standards, the purpose of which is to ensure that development does not occur in areas where the surrounding public facilities are inadequate. Upon submission of a development permit application, an applicant shall demonstrate that the development property has or will have the following:

A. Adequate street drainage, as determined by the city.

**Response:** This subject site has frontage on SE 3<sup>rd</sup> Court, which has an existing 12-inch private stormwater line and infiltration chambers. Alterations to the street and/or existing stormwater facilities are not planned with this project. That being said, as shown on the Preliminary Plans (Exhibit A) and discussed in the Preliminary Stormwater Report (Exhibit D), this project includes an onsite stormwater infiltration raingarden that is not planned to flow into the street. To the extent applicable, this standard is met.

B. Safe access and clear vision at intersections, as determined by the city.

**Response:** This application does not include new streets or street intersections. This standard is not applicable.

C. Adequate public utilities, as determined by the city.

**Response:** As shown on the Preliminary Plans (Exhibit A), public utilities are planned to be provided to the site by installing new utility services from the existing utilities located in SE 3<sup>rd</sup> Court that were installed with the Redwood Professional Village 2 Subdivision improvements. This standard is met.

D. Access onto a public street with the minimum paved widths as stated in Subsection E below.

**Response:** The subject site has frontage on SE 3<sup>rd</sup> Court, which is a private street. This standard is not applicable.

E. Adequate frontage improvements as follows:

1. For local streets and neighborhood connectors, a minimum paved width of 16 feet along the site's frontage.
2. For collector and arterial streets, a minimum paved width of 20 feet along the site's frontage.

**Response:** The site has frontage on SE 3<sup>rd</sup> Court, which is an existing private street and has an existing rolled curb and sidewalk along the majority of the site's frontage. As discussed with City engineering staff at the pre-application conference, this project includes an extension of the existing sidewalk to the site's western boundary. To the extent applicable, these standards are satisfied.

3. For all streets, a minimum horizontal right-of-way clearance of 20 feet along the site's frontage.

**Response:** As shown on the Preliminary Plans (Exhibit A), the driveway meets the minimum vision clearance requirements noted above.

F. Compliance with mobility standards identified in the TSP. If a mobility deficiency already exists, the development shall not create further deficiencies. (Ord 1340, 2011)

**Response:** The Canby Transportation System Plan does not identify mobility deficiencies with intersections near the site. Based on Institute of Transportation Engineers (ITE) Category 710 Data for General Office Buildings (Exhibit F), an office building of this size is anticipated to create 27 average daily trips, which is not a significant increase of the number of trips to the nearby roadway system. To the extent applicable, this standard is satisfied.

**Chapter 16.10 OFF-STREET PARKING AND LOADING**

**16.10.050 Parking standards designated.**

The parking standards set out in Table 16.10.050 shall be observed.

TABLE 16.10.050: Off-street Parking Provisions The following are the minimum standards for off-street vehicle parking	
USE	PARKING REQUIREMENT
Commercial	
f. General Offices	2.00 spaces per 1,000 gross square feet of floor area

**Response:** Pursuant to Table 16.10.050, the minimum off-street parking requirements are two spaces per 1,000 gross square feet of floor area. This application includes a ±2,750-square-foot building; therefore, a minimum of six parking spaces are required with this project. As shown on the Preliminary Plans, this project includes 15 parking spaces. This standard is satisfied.

**16.10.070 Parking lots and access.**

**A. Parking Lots. A parking lot, whether as accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:**

1. Parking lot design shall comply with the dimensional standards set forth in Figure 1 of this section.

**Response:** As shown on the Preliminary Plans (Exhibit A), this application includes a parking area that is comprised of 90-degree parking spaces that are 8 feet 6 inches wide and 18 feet in length. The Preliminary Plans further show that there is a planned 30-foot drive aisle. Therefore, the dimensional standards listed in Table 16.10.070 are satisfied.

2. Parking stalls of eight (8) feet in width and sixteen (16) feet in length for compact vehicles may comprise up to a maximum of thirty (30) percent of the total number of parking stalls. Such parking stalls shall be marked "Compact Parking only" either on the parking surface or on a sign in front of the parking stalls.

**Response:** As shown on the Preliminary Site Plan included in Exhibit A, this project includes 15 parking spaces that are planned to be 8 feet 6 inches by 18 feet. Compact parking spaces are not included in this application. This criterion is satisfied.

3. Areas used for standing or maneuvering of vehicles shall have paved asphalt, concrete, solid concrete paver surfaces, or paved "tire track" strips maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks or into public streets, with the following exception:

(...)

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**Response:** As shown on the Preliminary Plans (Exhibit A), the surfacing for the parking area and driveway are planned to be constructed of asphalt. Therefore, this criterion is satisfied.

- b. Use of permeable surfacing materials for parking lots and driveways is encouraged whenever site and soil conditions make permeable surfacing feasible. Permeable surfacing includes, but is not limited to: paving blocks, turf block, pervious concrete, and porous asphalt. All permeable surfacing shall be designed, constructed, and maintained in accordance with the Canby Public Works Design Standards and the manufacturer's recommendations. Maintenance of permeable surfacing materials located on private property are the responsibility of the property owner.

**Response:** The parking area and driveway included in application are not planned to be constructed with permeable surfacing materials. This criterion does not apply.

- 4. The full width of driveways must be paved in accordance with (3) above:
  - a. For a minimum of 20 feet from the right-of-way line back into the private property to prevent debris from entering public streets, and

**Response:** The property has frontage on SE 3<sup>rd</sup> Court, which is a private street. Therefore, this criterion is not relevant. That being said, this application includes a paved driveway and parking area that is planned to be 20 feet in width for a minimum of 20 feet from SE 3<sup>rd</sup> Court. To the extent applicable, this criterion is met.

- b. To within 150 feet of all portions of the exterior wall of the first story of any structure(s) served by the driveway to ensure fire and emergency service provision.

**Response:** As shown on the preliminary plans, this application includes a paved parking area that is within 150 feet of the exterior walls of the new office building. This criterion is satisfied.

- 5. Except for parking to serve residential uses, parking areas adjacent to or within residential planning districts or adjacent to residential uses shall be designed to minimize disturbance of residents. Artificial lighting, which may be provided, shall be so deflected as not to shine or create glare in any residential planning district or on any adjacent dwelling, or any street right-of-way in such a manner as to impair the use of such way.

**Response:** The subject site is not adjacent to or located within a residential zone. Therefore, this criterion is not applicable.

- 6. Groups of more than four (4) parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.

**Response:** As illustrated by the Preliminary Plans, backing onto a street right-of-way is not required for vehicles to exit the site and parking spaces. The site design permits forward motion movement into and out of the project. This criterion is met.

- 7. Off-street parking areas, and the accesses to them, shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of

pedestrian and vehicular traffic on the site and in adjacent roadways. The Planning Director or Planning Commission may require engineering analysis and/or truck turning diagrams to ensure safe and efficient traffic flow based on the number and type of vehicles using the site, the classification of the public roadway, and the design of the parking lot and access drives.

**Response:** As shown on the Preliminary Plans, this application includes an off-street parking area designed to accommodate passenger vehicles. The Preliminary Plans further show that there is a planned pedestrian access from the existing sidewalk on SE 3<sup>rd</sup> Court to the entrance of the building. The parking area has been designed so that vehicles will not need to back out onto SE 3<sup>rd</sup> Court and can enter and exit the site with forward motion. Therefore, this criterion is satisfied.

8. Parking bumpers or wheel stops shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.

**Response:** As depicted on the Preliminary Plans (Exhibit A), there are curbs planned for each of the parking spaces preventing cars from encroaching into landscape areas, right-of-way, and walkways. This criterion is satisfied.

9. Accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233 and all Oregon Structural Specialty Code requirements.

**Response:** As shown on the Preliminary Plans, there is one planned disability parking space, which is appropriate for the project. This criterion is met.

TABLE 16.10.070: Minimum dimensional Standard for Parking					
This table and Figure 16.10.070 provide the minimum dimensional standards for parking areas and spaces.					
A = Parking angle in degrees			D = Minimum clear aisle width		
B = Minimum stall width			E = Minimum clear stall distance at bay side		
C = Minimum stall depth			F = Minimum clear bay width		
A	B	C	D	E	F
90	8'6"	18'0"	24'0"	8'6"	42'0"

**B. Access.**

1. The provision and maintenance of vehicular and pedestrian ingress and egress from private property to the public streets as stipulated in this ordinance are continuing requirements for the use of any structure or parcel of real property in the City of Canby. No building permit or other permits shall be issued until scale plans are presented that show how the ingress and egress requirement is to be fulfilled. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing ingress and egress requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in ingress and egress is provided.

**Response:** As shown on the Preliminary Plans, this application includes site access to SE 3<sup>rd</sup> Court. This access provides for vehicular ingress and egress to the site from S Redwood Street



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(public street) via SE 3<sup>rd</sup> Court. Additionally, this application includes an extension of the existing sidewalk along the site's frontage to the western boundary and a pedestrian walkway from the sidewalk to the entrance of the building. This criterion is satisfied.

2. The City of Canby encourages joint/shared access. Owners of two (2) or more uses, structures, or parcels of land may agree to, or may be required by the City to, utilized jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designed in this ordinance, provided that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases or contracts shall be placed on permanent files with the city recorder.

**Response:** This application does not include a joint or shared access. This criterion does not apply.

3. All ingress and egress shall connect directly with public streets.

**Response:** The subject site is Lot 6 of the Redwood Professional Village 2 Subdivision that was approved by the City of Canby (SUB05-06). Access to the site is on SE 3<sup>rd</sup> Court (private street) that connects to S Redwood Street (public street). To the extent applicable, this criterion is satisfied.

4. Vehicular access for residential uses shall be brought to within fifty (50) feet of the ground floor entrances or the ground floor landing of a stairway, ramp or elevator leading to dwelling units.

**Response:** This application involves a future office building, not a residential building. Therefore, this criterion is not applicable.

5. Required sidewalks shall extend from the ground floor entrances or the ground floor landing of a stairs, ramps or elevators to the sidewalk or curb of the public street or streets that provide the required access and egress.

**Response:** As shown on the Preliminary Plans (Exhibit A), there is a planned walkway from the building's entrance to the existing sidewalk along SE 3<sup>rd</sup> Court. This criterion is met.

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards except in the case of streets with inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design, and in a manner approved by the Site and Design Review Board. Sidewalks approved by Board may include temporary sidewalks and sidewalks constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grade and alignment established by the Site and Design Review Board.

**Response:** This application includes an extension of the existing sidewalk along the site's frontage on SE 3<sup>rd</sup> Court to the western boundary that is planned to be constructed to City standards. Therefore, this criterion is satisfied.



7. The standards set forth in this ordinance are minimum standards for access and egress, and may be increased through the site and design review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety and general welfare.

Minimum Access Requirements			
16.10.070(B): Minimum access requirements for commercial or institutional uses - ingress and egress for commercial uses shall not be less than the following			
Parking spaces required	Minimum number of accesses required	Minimum access width	Sidewalks & curbs (in addition to driveways)
1-4	1	12 feet	None required
5-99	1	20 feet	Curbs required; sidewalk on one side minimum

**Response:** Pursuant to Table 16.10.050, six parking spaces are appropriate for the planned office building. As shown on the Preliminary Site Plan included in Exhibit A, this project includes a ±33.7-foot-wide access, which exceeds the minimum requirements noted above. Additionally, as shown on the Preliminary Plans, the property has existing rolled curbs along the site's frontage. This project includes an extension of the existing sidewalk along the site's frontage to the western boundary. These criteria are satisfied.

8. One-Way Ingress or Egress – The hard surfaced pavement of one-way drives shall not be less than twelve (12) feet for multi-family residential, commercial or industrial uses. (Ord. 1514, 2019)

**Response:** As shown on the Preliminary Plans, the site access included in this application is intended to be a two-way access. This criterion does not apply.

9. Driveways:

- a. Access to private property shall be permitted with the use of driveway curb cuts. The access points with the street shall be the minimum necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street. Driveways shall meet all applicable guidelines of the Americans with Disabilities Act (ADA). Driveway distance shall be measured from the curb intersection point [as measured for vision clearance area (16.04.670)]. Distances to an intersection shall be measured from the stop bar at the intersection.

**Response:** The subject site is a Lot 6 of the Redwood Professional Village 2 Subdivision. As part of the construction improvements for the subdivision, rolled curbs were installed along the site's frontage. Therefore, curb cuts are not required. As discussed herein, the planned access meets the width requirements of the applicable Canby Municipal Code and meets Americans with Disabilities (ADA) guidelines. This standard is met.

- b. Driveways shall be limited to one per property except for certain uses which include large commercial uses such as large box stores, large public uses such as schools and parks,

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drive through facilities, property with a frontage of over 250-feet and similar uses.

**Response:** As shown on the Preliminary Plans (Exhibit A), this application includes one planned driveway. This criterion is satisfied.

- c. Double frontage lots and corner lots may be limited to access from a single street, usually the lower classification street. Single family residential shall not have access onto arterials, and shall have access onto collectors only if there is no other option.

**Response:** The subject site is not a double frontage lot or corner lot. This criterion does not apply.

- d. If additional driveways are approved by the City Administrator or designee, a finding shall be made that no eminent traffic hazard would result and impacts on through traffic would be minimal. Restrictions may be imposed on additional driveways, such as limited turn movements, shared access between uses, closure of existing driveways, or other access management actions.

**Response:** As previously stated, this application includes one driveway. Additional driveways are not necessary. Therefore, this criterion is not applicable.

- e. Within commercial, industrial, and multi-family areas, shared driveways and internal access between similar uses are encouraged to reduce the access points to the higher classified roadways, to improve internal site circulation, and to reduce local trips or movements on the street system. Shared driveways or internal access between uses will be established by means of common access easements at the time of development.

**Response:** This application does not include shared driveways. This criterion is not applicable.

- f. Driveway widths shall be as shown on the following table.

Driveway Widths (Minimum/Maximum, Ft.)			
Street Classification	Res.	Comm.	Ind.
Local	12/24 (2)	12/36	12/36
Cul-de-sac	12/24 (2)	12/36	12/36
Public Alley	12/24 (2)	NA	NA
Res. = Residential Zone Comm. = Commercial Zone Ind. = Industrial Zone Notes: (1) Special conditions may warrant access. (2) 28' maximum width for 3-car garage.			

**Response:** The subject site has access to SE 3<sup>rd</sup> Court (private street). As shown on the Preliminary Plans, this application includes a ±33-foot-wide access to SE 3<sup>rd</sup> Court. To the extent applicable, this criterion is met.

- g. Driveway spacing shall be as shown in the following table.

Minimum Driveway Spacing		
Street Classification	Intersection	Driveway
Local (all)	50' (1)(3)	10'
Cul-de-sac	50' (1)(3)	10'
Public Alley	50' (1)(3)	
Collector	100' (1)	100'
Notes: (1) Minimum distance or no closer than 60% of parcel frontage unless this prohibits access to the site, in which case City Administrator or designee may approve a deviation. (2) Direct access to this street will not be allowed if an alternative exists or is planned. (3) For single-family residential houses, the minimum distance between driveways and an intersection shall be thirty (30) feet.		

**Response:** As previously stated, the subject site has frontage to SE 3<sup>rd</sup> Court (private street) that connects to SE 3<sup>rd</sup> Avenue (collector street). As shown on the Preliminary Plans, the planned access is more than 100 feet from SE 3<sup>rd</sup> Avenue. The adjacent lots are vacant with no existing driveways. The planned access is located more than 10 feet from the property line on each side, providing the ability for the adjacent lots to develop in the future and meet the above driveway spacing standards. Therefore, these criteria are satisfied.

- h. Curb cuts shall be a minimum of five feet from the property line, unless a shared driveway is installed. Single driveways may be paved up to an adjacent property line but shall maintain a five (5) foot separation from the side property line where the driveway enters the property. Driveways shall not be constructed within the curb return of a street intersection. Deviations may be approved by the City Administrator or designee.

**Response:** As stated previously, the subject site has existing rolled curbs and will not require curb cuts. Therefore, this criterion is not applicable.

- i. For roads with a classification of Collector and above, driveways adjacent to street intersections shall be located beyond the required queue length for traffic movements at the intersection. If this requirement prohibits access to the site, a driveway with restricted turn movements may be permitted.

**Response:** Access for this project is from a private street, not a collector or above level street. Therefore, this criterion is not applicable.

- j. Multi-family access driveways will be required to meet the same access requirements as commercial driveways if the multi-family site generated 100 or more trips per day.
- k. For circular type driveways, the minimum distance between the two driveway curb cuts on one single-family residential lot shall be thirty (30) feet. (Ord. 1514, 2019)

**Response:** This application is for a future commercial office building and does not involve multi-family or single-family dwellings. These criteria do not apply.

- 10. When considering a public facilities plan that has been submitted as part of site and design review plan in accordance with this ordinance,

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the city Public Works Supervisor may approve the location of a driveway closer than fifty (50) feet from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. Said written approval shall be incorporated into the recommended decision of the City Planner for the site and design review plan under the process set forth.

**Response:** The subject site has frontage on SE 3<sup>rd</sup> Court, a private street. SE 3<sup>rd</sup> Court intersects with S Redwood Street (collector). As shown on the Preliminary Plans, the planned site access is more than 50 feet from S Redwood Street. To the extent applicable, this criterion is met.

11. Where an existing alley is 20 feet or less in width, the property line setback abutting the alley shall increase to provide a minimum of 24 feet for maneuvering and backing movements from, garages, carports, or parking areas.

**Response:** This application does not involve an existing alley. Therefore, this criterion does not apply.

16.10.080 Street Tree Plan

A Street Tree Plan can be provided in lieu of meeting the requirement of planting a tree every 30 lineal feet of street frontage as stated in Ordinance 1385 Exhibit B. The Street Tree Plan can compensate for driveways, utilities, or other obstructions that inhibit the 30 foot spacing requirement. The requirement for the planting of street trees is required under Chapter 12.32 CMC.

**Response:** As shown on the Preliminary Landscape Plan, this application includes a street tree that is planned to be planted along the site's frontage behind the existing sidewalk on SE 3<sup>rd</sup> Court. The majority of the site's frontage has an existing curb-tight sidewalk that precludes from the ability to plant additional street trees between the street and sidewalk. To the extent applicable, this criterion is satisfied.

16.10.100 Bicycle Parking.

Bicycle parking shall be provided for all multi-family residential, institutional, commercial, and industrial uses.

- A. Dimensions and characteristics: Bicycle parking spaces shall be a minimum of six (6) feet long and two (2) feet wide, and overhead clearance in covered spaces shall be a minimum of seven (7) feet. A minimum five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.

Bicycle racks located on a sidewalk shall provide a minimum of two (2) feet between the rack and a wall or other obstacle, and between the rack and curb face. Bicycle racks or lockers shall be securely anchored to the surface or a structure. Bicycle racks located in the Downtown Commercial Zone shall be of the inverted U style (a.k.a. staple racks). See Figure 20 of the Canby Downtown Plan for correct rack placement.

- B. Location: Bicycle parking shall be located in well-lit, secure locations within fifty (50) feet of the main entrance to a building, but not further from the entrance than the closest automobile parking space, and in no case further than 50 feet from an entrance when several entrances are involved.

- C. Number of spaces: The bicycle parking standards set out in Table 16.10.100 shall be observed.

TABLE 16.10.100 BICYCLE PARKING STANDARD	
LAND USE CATEGORY	MINIMUM REQUIRED BICYCLE PARKING SPACES
Commercial	
Offices	2, or 1 space per 1000 ft <sup>2</sup> , whichever is greater

**Response:** This application includes a future ±2,750-square-foot office building; therefore, pursuant to the above table, a minimum of three bicycle parking spaces are required with this project. As shown on the Preliminary Site Plan included in Exhibit A, this project includes three bicycle parking spaces. The Preliminary Site Plan illustrates the planned bicycle parking meets the dimensional and location requirements noted above. These standards are satisfied.

#### Chapter 16.30 C-M HEAVY COMMERCIAL MANUFACTURING ZONE

16.30.010 Uses permitted outright.

Uses permitted outright in the C-M zone shall be as follows:

- A. A use permitted outright in a C-2 zone, other than dwelling units;

**Response:** Pursuant to Section 16.28.010.A, the uses allowed outright in the C-2 zone include any uses permitted outright in the C-1 zone. Pursuant to Section 16.22.010.X, a business or professional office is a use permitted outright within the C-1 zone; accordingly, is a permitted use within the C-M zone. This application involves a professional office; therefore, this standard is met.

16.30.030 Development standards.

The following subsections indicate the required development standards of the C-M zone:

- A. Minimum lot area: none.
- B. Minimum width and frontage: none.

**Response:** This application involves a site and design review for a future office building on Lot 6 of the Redwood Village 2 Subdivision. As shown on the Preliminary Plans (Exhibit A), the site is ±16,156 square feet. To the extent applicable, these standards are met.

- C. Minimum yard requirements:

1. Street yard: twenty feet where abutting Highway 99E and S. Ivy Street. Gas station canopies shall be exempted from the twenty foot setback requirements. Properties not fronting on Highway 99E or S. Ivy Street shall maintain a 10 foot street yard setback. Sign setbacks along Highway 99-E and S. Ivy Street are to be measured from the face of the curb rather than the lot line. Where no curb exists, the setback shall be measured from the property line. Other than signs which are nonconforming structures and street banners which have been approved per the requirements of the Uniform Sign Code, no signs will be allowed to be located within, or to project over, a street right-of-way.
2. Interior yard: none, except ten feet where abutting a residential zone.
3. Rear yard: none, except ten feet where abutting a residential zone.

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**Response:** As shown on the Preliminary Plans (Exhibit A), the future building will meet the setback standards listed above. These standards are satisfied.

**D. Maximum building height:**

**1. Freestanding signs: thirty feet;**

**Response:** This application does not include a freestanding sign. Therefore, this standard does not apply.

**2. All other structures: forty-five feet.**

**Response:** The Preliminary Architectural Plans (Exhibit C) indicate the planned building height is ±25.9 feet. This standard is satisfied.

**E. Maximum lot coverage: sixty percent.**

**Response:** The subject site is ±16,156 square feet; therefore, the maximum lot coverage is ±9,694 square feet. As shown on the Preliminary Site Plan included in Exhibit A, the planned lot coverage meets this requirement. This standard is met.

**F. Other regulations:**

**1. Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad.**

**Response:** Vision clearance areas as shown on the Preliminary Plans that demonstrate compliance with the above standard. This standard is met.

**2. Except in cases where existing building locations or street width necessitate a more narrow design, sidewalks eight feet in width shall be required:**

**a. In those locations where angle parking is permitted abutting the curb, and**

**b. For property frontage along Highway 99-E.**

**Response:** This application does not include angle parking, and the site does not have frontage on Highway 99-E. Therefore, this standard does not apply.

**3. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet.**

**Response:** As discussed in Section 16.30.030, the future building will meet the applicable setback standards. This standard is satisfied.

**4. Outside storage areas abutting a residential zone shall be screened from view by a site-blocking fence, landscaping, or berm and shall be of such material and design as will not detract from adjacent residences.**

**Response:** The subject site does not abut a residential zone. This standard does not apply.

**Chapter 16.43 OUTDOOR LIGHTING STANDARDS**

**16.43.040 Lighting Zones.**

**A. Zoning districts designated for residential uses (R-1, R-1.5 and R-2) are designated Lighting Zone One (LZ 1). All other zoning districts are designated Lighting Zone Two (LZ 2).**

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- B. The designated Lighting Zone of a parcel or project shall determine the limitations for lighting as specified in this ordinance.

Table 16.43.040 Lighting Zone descriptions		
Zone	Ambient Illumination	Representative Locations
LZ-2	Medium	High-density urban neighborhoods, shopping and commercial districts, industrial parks and districts. This zone is intended to be the default condition for commercial and industrial districts in urban areas.

**Response:** This application involves property that has a C-M zoning designation. Therefore, the outdoor lighting standards for the Lighting Zone Two (LZ-2) lighting zone are applicable.

**16.43.050 Exempt Lighting.**

The following luminaires and lighting systems are exempt from the requirements of this Section.

- A. Externally illuminated signs in conformance with provisions in section 16.42.040 of this code.
- B. Internal lighting for signs in conformance with provisions in section 16.42.040 of this code.
- C. Temporary lighting for theatrical, television, and performance events.
- D. Lighting in swimming pools and other water features governed by Article 680 of the National Electrical Code.
- E. Code-required exit signs.
- F. Code-required lighting for stairs and ramps.
- G. Lighting required and regulated by the Federal Aviation Administration, U.S. Coast Guard, or other federal, state, or county agency.
- H. Interior lighting.
- I. Temporary lights for emergency public or private utility maintenance or public safety.
- J. Lighting fixtures existing prior to this ordinance not exceeding 520 lumens.

**Response:** This application involves a site and design review application for a future office building that will have interior lighting and additional code-required lighting noted above. It is understood that these types of lights are exempt from the standards of this section.

**16.43.060 Prohibited Light and Lighting.**

- A. All outdoor light sources, except street lights, shall be shielded or installed so that there is no direct line of sight between the light source or its reflection at a point 3 feet or higher above the ground at the property line of the source. Light that does not meet this requirement constitutes light trespass. Streetlights shall be fully shielded. However, the applicant is permitted to have some unshielded lighting if lumens are within the limits of Table 16.43.070 below.



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**Response:** This application includes parking area lighting and lights above the entrance on the planned building. As shown on the Preliminary Lighting Plan included in Exhibit A, the planned lights meet the above standards. Therefore, this standard is met.

- B. The following lighting systems are prohibited from being installed or used except by special use permit:
1. Aerial Lasers.
  2. “Searchlight” style lights.
  3. Other very intense lighting, defined as having a light source exceeding 5200 lumens.

**Response:** This application does not include aerial lasers, searchlights, or other intense lighting that has a light source exceeding 5,200 lumens. To the extent applicable, these standards are satisfied.

16.43.070 Luminaire Lamp Lumens, Shielding, and Installation Requirements.

- A. All outdoor lighting shall comply with the limits to lamp wattage and the shielding requirements in Table 16.43.070 per the applicable Lighting Zone. These limits are the upper limits. Good lighting design will usually result in lower limits.
- B. The city may accept a photometric test report, lighting plan, demonstration or sample, or other satisfactory confirmation that the luminaire meets the requirements of the shielding classification.

**Response:** As shown on the Preliminary Site Plan included in Exhibit A and the Preliminary Architectural Plans (Exhibit C), this application includes new parking lot lighting and lights above the entryways of the future office building. A Preliminary Lighting Plan has been prepared and is included in Exhibit A that demonstrates the planned lighting meets the applicable provisions of this code. These standards are satisfied.

- C. Such shielded fixtures must be constructed and installed in such a manner that all light emitted by the fixture complies with the specification given. This includes all the light emitted by the fixture, either directly from the lamp or by a diffusing element, or indirectly by reflection or refraction from any part of the fixture. Any structural part of the fixture providing this shielding must be permanently affixed.

**Response:** As shown on the Preliminary Lighting Plan included in Exhibit A, the parking lot lighting is planned to be partly shielded and said shielding will be permanently affixed. This standard is met.

- D. All canopy lighting must be fully shielded. However, indirect upward light is permitted under an opaque canopy provided that no lamp or vertical element of a lens or diffuser is visible from beyond the canopy and such that no direct upward light is emitted beyond the opaque canopy.
- E. Landscape features shall be used to block vehicle headlight trespass while vehicles are at an external point of service (i.e. drive-thru aisle).
- F. All facade lighting must be restricted to the facade surface. The margins of the facade shall not be illuminated. Light trespass is prohibited.

**Response:** This application does not include drive-through aisles, canopy lighting, or façade lighting. These standards do not apply.

Table 16.43.070 – Luminaire Maximum Lumens and Required Shielding				
Lighting Zone	Fully Shielded	Shielded	Partly Shielded	Unshielded (Shielding is highly encouraged. Light trespass is prohibited)
LZ 2	7800 lumens or less	1600 lumens or less	800 lumens or less	Landscape and face lighting 1600 lumens or less; ornamental lights of 800 lumens or less

**16.43.080 Height Limits.**

Pole and surface-mounted luminaires under this section must conform with Section 16.43.070.

- A. Lighting mounted onto poles or any structures intended primarily for mounting of lighting shall not exceed a mounting height of 40% of the horizontal distance of the light pole from the property line, nor a maximum height according to Table 16.43.080, whichever is lower. The following exceptions apply:

1. Lighting for residential sports courts and pools shall not exceed 15 feet above court or pool deck surface.

**Response:** This application does not include lighting for sport courts or pools. This standard is not applicable.

2. Lights specifically for driveways, and then only at the intersection of the road providing access to the site, may be mounted at any distance relative to the property line, but may not exceed the mounting height listed in Table 16.43.080.

**Response:** This application does not include driveway lighting. This standard does not apply.

3. Mounting heights greater than 40% of the horizontal distance to the property line but no greater than permitted by Table 16.43.080 may be used provided that the luminaire is side-shielded toward the property line.

**Response:** This application includes parking area lighting. As shown on the Preliminary Lighting Plan included in Exhibit A, the parking lot light is planned to be installed on a light pole at a mounting height of 16 feet. This light pole is ±25.1 feet from the property line. As the mounting height is greater than 40% of the horizontal distance to the property line (±10 feet), the light includes side shielding toward the property line. This standard is met.

4. Landscape lighting installed in a tree. See the Definitions section.
5. Street and bicycle path lights.

**Response:** This application does not include landscape lighting installed in a tree nor street and bicycle path lights. These standards do not apply.

- B. Lighting mounted onto buildings or other structures shall not exceed a mounting height greater than 4 feet higher than the tallest part of the building or structure at the place where the lighting is installed, nor higher than 40%

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of the horizontal distance of the light from the property line, whichever is less. The following exceptions apply:

(...)

3. For building less than 40 feet to the property line, including canopies or overhangs onto the sidewalk or public right of way, luminaires may be mounted to the vertical façade or the underside of canopies at 16 feet or less.

**Response:** As shown on the Preliminary Architectural Plans (Exhibit C), this project includes exterior lighting that is planned to be mounted near the entrance and emergency exit of the building, at approximately ±8.5 feet in height, and the Preliminary Site Plan included in Exhibit A shows the building is planned to be constructed ±10 feet from the northern and western property lines. Therefore, the planned building mounted lights meet these standards.

Table 16.43.080 – Maximum Lighting Mounting Height in Feet			
Lighting Zone	Lighting for Driveways, Parking and Transit	Lighting for Walkways, Plazas, and other Pedestrian Areas	All Other Lighting
LZ 2	37.5 feet	18.0 feet	15.0 feet

16.43.090 Lighting Controls

The city strongly recommends the use of timers and/or motion detectors on outdoor lighting, and that motion detectors be set to minimize unnecessary activation. For example, motion detectors for entryway or driveway lights should not activate for off-site pedestrians or cars.

**Response:** The recommendation for timers or motion detectors is understood.

16.43.100 Exceptions to Standards.

(...)

**Response:** This application does not require exceptions to the lighting standards. Therefore, these standards do not apply.

16.43.110 Lighting Plan Required

A lighting plan shall be submitted with the development or building permit application and shall include:

- A. A site plan showing the location of all buildings and building heights, parking, and pedestrian areas.
- B. The location and height (above grade) of all proposed and existing luminaires on the subject property.
- C. Luminaire details including type and lumens of each lamp, shielding and cutoff information, and a copy of the manufacturer's specification sheet for each luminaire.
- D. Control descriptions including type of control (time, motion sensor, etc.), the luminaire to be controlled by each control type, and the control schedule when applicable.

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- E. Any additional information necessary to demonstrate compliance with the standards in this section.

**Response:** A Preliminary Lighting Plan is included in Exhibit A that includes the above information, as applicable. This standard is met.

Chapter 16.46 ACCESS LIMITATIONS ON PROJECT DENSITY

16.46.030 Access connection.

- A. Spacing of accesses on City streets. The number and spacing of accesses on City streets shall be as specified in Table 16.46.030. Proposed developments or land use actions that do not comply with these standards will be required to obtain an access spacing exception and address the joint and cross access requirements of this Chapter.

**Response:** The subject site has frontage on SE 3<sup>rd</sup> Court, which is a private street. Therefore, these standards do not apply.

Chapter 16.49 SITE AND DESIGN REVIEW

16.49.40 Criteria and standards.

(...)

- B. In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

1. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and

**Response:** As discussed herein and demonstrated in the Preliminary Plans (Exhibit A) and Preliminary Architectural Plans (Exhibit C), this project meets applicable standards of the Canby Municipal Code.

2. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
3. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.

**Response:** The subject site is Lot 6 of the Redwood Professional Village 2 Subdivision. Other lots within this subdivision have previously been developed with similarly scaled office buildings or are vacant. The Preliminary Architectural Plans (Exhibit C) and Surrounding Property Photographs (Exhibit M) included in this application show that the future office building is compatible in terms of size, design, materials, and colors with the existing office buildings in the general vicinity. These standards are met.

4. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID stormwater management facilities, and retaining native vegetation.

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**Response:** This application incorporates the use of LID best practices as follows:

- Open Space Area – This application includes a ±688-square-foot open space area for the future employees to use and includes picnic tables.
- Drought Tolerant Plants – As shown on the Preliminary Landscape Plan included in Exhibit A, over 90 percent of the plants included are drought tolerant species.
- Additional Parking Lot Landscaping – This application includes additional interior parking lot landscaping that is over 120 percent of the minimum required.
- Downspouts Not Connected to City Stormwater Facilities – The downspouts for this building are planned to be routed to on-site stormwater improvements that will infiltrate into the soil and help recharge area aquifers.
- Rain Gardens – As shown on the Preliminary Landscape Plan included in Exhibit A, this application includes an ±829-square-foot stormwater infiltration rain garden. This rain garden represents ±11 percent of the total landscaped area.

Therefore, this standard is satisfied.

5. The Board shall, in making its determination of compliance with this Ordinances, shall use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible with the standards of Table 16.49.040 if the following conditions are met:

- a. The development accumulates a minimum of 60 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and

**Response:** As discussed herein and shown on the Site Design Review Menu Table included in Exhibit E, this project has a total of 43 points of the possible 71 points from the list of design criteria in Table 16.49.040, which represents 61 percent of the total possible number of points. Therefore, this standard is met.

- b. At least 10 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040.

**Response:** As further discussed herein and shown on the Site Design Review Menu Table included in Exhibit E, this project has a total of 13 points of the possible 71 points from the list of LID elements in Table 16.49.040 which represents 18 percent of the total possible number of points. Therefore, this standard is met.

6. Street lights installation may be required on any public street or roadway as part of the Design Review Application.

**Response:** The subject site has frontage on SE 3<sup>rd</sup> Court, a private street not a public street. Therefore, this standard does not apply.

- D. In review of a Type III Site and Design Review Application, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the INTENT of the design review standards set forth in this ordinance.

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**Response:** As discussed herein, the planned office building, landscape areas, and parking area meet the applicable provisions of the Canby Municipal Code. To the extent applicable, this standard is met.

E. The Board shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this ordinance. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed development. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.

**Response:** This project includes a future professional office building, parking area, and landscaping. The application meets several of the objectives pursuant to 16.49.010 including:

- Harmonious Building Design – the building has been designed to be harmonious in terms of size, color, and materials with surrounding office buildings.
- Increase of Property Values – new construction tends to increase surrounding property values, thus increasing tax revenues.
- Yard Setbacks – the planned building meets yard setback standard for the C-M zoning district.
- LID Techniques – this project incorporates a variety of LID techniques to manage stormwater and creation of open space area.
- Site Design – this project incorporates extensive landscaping and an open space area for future employees to enjoy.

F. The Board shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.

**Response:** This application involves a future professional office building, not residential housing. This standard is not applicable.

G. As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Chapter 12.32, the city Tree ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.32. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review.

**Response:** As shown on the Existing Conditions Plan included in Exhibit A, the subject site does not have existing trees. This standard does not apply.

Table 16.49.040 Site Design Review Menu

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As part of Site and Design Review, the following menu shall be used as part of the review. In Order to “pass” this table 60% of total possible points shall be earned, 10% of the total possible points must be from LID elements.

**Response:** The Site Design Review Menu Table is included in Exhibit E and includes responses to each of the design review elements that demonstrate that the planned future office building integrates LID practices, extensive landscaping, and a building design that will be harmonious with surrounding office buildings. This application includes a total of 43 of 71 possible points (61 percent), with 13 points (18 percent) for the included LID measures. Therefore, this criterion is met.

16.49.065 Bicycle and pedestrian facilities.

Developments coming under design review shall meet the following standards:

- A. The internal walkway system shall be extended to the boundaries of the property to adjoining properties developed or zoned for commercial, public, or multi-family uses. The walkway shall connect to an existing walkway system on adjoining property or be located so as to provide for development of a logical connection in the future when the adjoining property is developed or redeveloped.
- B. On-site facilities shall be provided to accommodate safe and convenient pedestrian and bicycle access within new subdivisions, multi-family developments, planned development, shopping centers, and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers. Residential developments shall include streets with sidewalks and accessways.

**Response:** As shown on the Preliminary Plans, the site has an existing sidewalk along a portion of the frontage. This application includes an extension of the existing sidewalk to the site’s western boundary. This application also includes a walkway from the existing sidewalk on SE 3<sup>rd</sup> Court to the entrance of the new office building. Additionally, there is an existing walkway from SE 3<sup>rd</sup> Court to the Molalla Forest Road Trail along the site’s northeastern property line. To the extent applicable, these criteria are met.

C. For new office parks and commercial development:

- 1. At least one sidewalk connection between the proposed development and each abutting commercial or office property shall be provided. One connection shall also be provided to each neighborhood.

**Response:** As shown on the Preliminary Site Plan included in Exhibit A, this application includes a 5-foot-wide pedestrian walkway leading to the planned entrance of the building. There is also an existing pedestrian walkway along the site’s northeastern boundary that connects SE 3<sup>rd</sup> Court to the Molalla Forest Road Trail. This criterion is met.

- 2. Walkways shall be provided to the street for every 300 feet of developed frontage.

**Response:** As shown on the Preliminary Plans (Exhibit A), the site’s frontage is less than 300 feet. Therefore, the walkway that is shown to be provided is appropriate for this project.

- 3. Walkways shall be direct with minimal driveway crossings.
- 4. Walkways shall be linked to the internal circulation of the building.



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5. Walkways shall be at least five feet wide and shall be raised, or have different paving materials when crossing driveways or other vehicle maneuvering areas.

**Response:** As previously stated, this application includes a 5-foot-wide pedestrian walkway leading to the planned entrance of the building. The walkway is direct and does not involve driveway or other vehicle maneuvering area crossings. These criteria are met.

- D. Use of permeable surfacing materials for walkways is encouraged whenever site and soil conditions make it feasible. Permeable surfacing includes, but is not limited to, paving blocks, turf blocks, and porous asphalt. All permeable surfacing shall be designed, constructed, and maintained in accordance with the Canby Public Works Design Standards.

**Response:** This application does not include the use of permeable surfacing materials. This criterion does not apply.

- E. Developments that abut the Molalla Forest Road multi-use path shall provide a pedestrian/bicycle access to the path. The city may determine the development to be exempt from this standard if there is an existing or planned access to the path within 300 feet of the development.

**Response:** As shown on the Preliminary Plans, this site abuts the Molalla Forest Road Trail (also known as the Canby Logging Road Trail). As further depicted on the Preliminary Plans, there is an existing pedestrian/bicycle access from SE 3<sup>rd</sup> Court to the Molalla Forest Road Trail. This criterion is satisfied.

16.49.080 General provisions for landscaping.  
(...)

- B. The purpose of these landscaping standards is to provide uniform standards for the development and maintenance of the landscaping of private property and public rights-of-way. The purpose of landscaping is to improve the livability of residential neighborhoods, enhance the customer attraction of commercial areas, increase property values, improve the compatibility of adjacent uses, provide visual separation and physical buffers between incompatible adjacent land uses, provide visual relief from the expanse of parking lots, screen undesirable views, contribute to the image and appeal of the overall community, and mitigate air and noise pollution.

These standards are also intended to facilitate Low Impact Development (LID) techniques through the retention of existing native vegetation and mature, healthy trees, to the extent feasible. Additional LID related goals of this chapter are to: reduce erosion and storm water runoff; preserve and promote urban wildlife habitats; reduce the amount of carbon dioxide in the air; shade and reduce the temperature of adjacent waterways; and enhance the streetscapes along the city's public rights-of-way with an emphasis on trees and LID stormwater facilities.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this application includes landscaping that incorporates several Low Impact Development (LID) techniques including drought tolerant plants, additional parking lot landscaping, and an outdoor open space area. The Preliminary Landscape Plan demonstrate that the project will provide screening of the parking area and will be compatible with surrounding professional office buildings. These standards are met.

- 
- C. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows. Parking lot landscaping area is included in calculating the following landscape areas:

1. Fifteen (15) percent for all industrial and commercial zones (except the Downtown-Commercial zone, but including the Commercial-Residential zone).

(...)

**Response:** The Preliminary Landscape Plan included in Exhibit A demonstrates the planned landscape areas exceed 15 percent of the total site area. This provision is satisfied.

- D. LID stormwater management facilities, such as rain gardens and bioretention areas, may be counted toward the minimum landscaping requirement when they are located on private property. LID facilities in the public right-of-way cannot be counted toward the minimum landscaping requirement. The integration of LID stormwater management facilities within required landscaping must be approved by the city and shall comply with the design and construction standards set forth in the Canby Public Works Design Standards.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this project includes an on-site ±829 square-foot stormwater infiltration rain garden. As further depicted, this area is included in the landscape area calculated to meet the minimum landscaping requirement. Additionally, as shown on the Preliminary Plans (Exhibit A) and discussed in the Preliminary Stormwater Report (Exhibit D), this facility has been designed to meet the standards of the Canby Public Works Design Standards.

- E. Trees and other plant materials to be retained shall be identified on the landscape plan. The Site and Design Review Board encourages the retention, to the extent practicable, of existing healthy trees and vegetation.

**Response:** As shown on the Existing Conditions Plan included in Exhibit A, the property does not have existing on-site trees. This standard does not apply.

(...)

16.49.090 Specifications for tree and plant materials.

- A. Deciduous Trees. Deciduous shade and ornamental trees shall be a minimum of two inch (2") caliper, measured six inches (6") above ground, balled and burlapped. Bareroot trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimen.
- B. Coniferous Trees. Coniferous trees shall be a minimum five feet (5') in height above ground, balled and burlapped. Trees shall be well branched and characteristically shaped specimen.
- C. Evergreen and Deciduous Shrubs. Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.
- D. Ground covers. Ground covers shall be fully rooted and shall be well branched or leafed.
- E. Lawns. Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscape industry. Lawns shall be 100 percent coverage and weed free.

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**Response:** The Preliminary Landscape Plan included in Exhibit A shows plant materials that meet the above guidelines. Therefore, these provisions are satisfied.

16.49.120 Parking lot landscaping standards.

- A. General Provisions. In addition to the objectives stated in section 2 of this Ordinance, goals of parking lot standards are to create shaded areas in parking lots to reduce glare, enhance the visual environment, and encourage the use of LID practices. The design of the parking area shall be the responsibility of the developer and should consider visibility of signage, traffic circulation, comfortable pedestrian access, and aesthetics. Trees shall not be cited as a reason for applying for or granting a variance on placement of signs.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this project includes a variety of trees and drought tolerant plants. The landscape plan incorporates trees that are planned to be planted around the parking lot area which will create shaded areas and help reduce glare and the use of drought tolerant plans utilizes a low impact development (practice). This standard is met.

- B. Application. Parking lot landscaping standards shall apply to any surface passenger vehicle parking area of ten (10) spaces or more, or to any paved vehicular use area 3,500 square feet or larger on the same tax lot or on contiguous tax lots under common ownership. Any paved vehicular area which is used specifically as a utility storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot.

**Response:** This application includes a parking area that is planned to contain 15 parking spaces. Therefore, the standards for parking lot landscaping are applicable.

C. Landscaping Within a Parking Lot.

1. Area within a parking lot shall include the paved parking and maneuvering area, as well as any area within ten (10) feet of any exterior face of curb surrounding the paved parking and maneuvering area.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this project includes a ±5,219 square foot parking area. The area has been calculated pursuant to the above provisions. This standard is met.

2. Each interior landscaped area shall be a minimum of six (6) feet wide, unless the area is added to the required perimeter landscaping.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this application includes interior landscape areas that meet the dimensional requirement noted above. This standard is satisfied.

3. The use of LID best management practices in parking lots is encouraged whenever site and soil conditions make it feasible. Such practices include, but are not limited to, permeable surfacing materials, and integrating LID stormwater management facilities into the required landscaping areas.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A and discussed in the Site Design Review Menu Table (Exhibit E), this project includes parking lot landscaping that incorporates additional interior parking lot landscaping that is more than 120 percent of the minimum required LID best practice.

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D. Computing Minimum Area Required to be Landscaped Within a Parking Lot.

Minimum area required to be landscaped within a parking lot shall be as follows:

1. Fifteen (15) percent for all residential, industrial, and commercial zones

(...)

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this application includes ±1,909 square feet of parking lot landscaping, which exceeds the 15 percent minimum. This standard is met.

E. All parking areas with more than 16 spaces shall include landscape islands to break up the parking area into rows of not more than 8 contiguous parking spaces.

1. Landscape islands shall have a minimum area of 48 square feet and a minimum width of six (6) feet.
2. Landscape islands shall contain at least one tree that meets the standards in section (F) below.
3. Landscape islands may be counted toward the minimum parking lot landscaping requirements.

**Response:** This application includes a parking area that is planned to contain 15 parking spaces. Therefore, these standards do not apply.

F. Criteria for Trees in Parking Lots. Deciduous, evergreen and/or shade trees shall meet the following criteria:

1. Reach a mature height of approximately forty (40) feet. Trees must be approximately two-inch (2") caliper at the time of planting.
2. Cast moderate to dense shade in summer.
3. Be long lived, i.e., live to be over approximately sixty (60) years.
4. Do well in an urban environment:
  - a. Be pollution tolerant; and
  - b. Be tolerant of direct and reflected heat.
5. Require little maintenance:
  - a. Be mechanically strong;
  - b. Be insect and disease resistant; and
  - c. Require little pruning.
6. Be resistant to drought conditions.
7. Be barren of fruit production.

**Response:** As shown on the Preliminary Landscaping Plan, the trees that are included in this application meet the above provisions. These standards are satisfied.

G. Perimeter of Parking and Loading Areas:

1. Screening of parking and loading areas is required. Within three (3) years of planting, screening shall be of such height and density as to shield vehicle headlights from head-on visibility.

- 
2. In addition, one (1) deciduous, evergreen and/or shade tree shall be planted every forty (40) feet, minimum, along the required setback of the vehicular use area.

**Response:** This application includes landscaping and trees around the perimeter of the parking area. The Preliminary Landscape Plan show that the planned materials meet these provisions. These standards are met.

- H. Irrigation System or Available Water Supply Required. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one (1) outlet located within approximately 150 feet of all plant materials to be maintained.

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, an irrigation system meeting the above requirements for the landscaped areas is planned to be designed and installed by the landscape contractor. To the extent applicable, this standard is satisfied.

16.49.150 Parking lots or paving projects.

All new paving or parking lot projects which create over 2,500 square feet of impervious surface and any new paving added to existing paving areas which creates a total of more than 2,500 square feet of impervious surface must meet City storm drainage requirements, parking lot landscaping standards and the drainage and access standards of the Oregon Department of Transportation (if applicable). Applicants for such paving projects must submit an application to the Planning Department. Application procedures shall be as described in Chapter 16.89.

**Response:** This application includes a new ±5,097-square-foot parking area to accommodate employee and guest parking for the future professional office building. As shown on the Preliminary Plans (Exhibit A) and discussed in the Preliminary Stormwater Report (Exhibit D), this application includes a new stormwater infiltration rain garden that will treat on-site stormwater. Additionally, as discussed in Section 16.49.120, this application meets the applicable City requirements for parking lot landscaping. To the extent applicable, this standard is met.

Division VIII. General Standards and Procedures

Chapter 16.89 APPLICATION AND REVIEW PROCEDURES

16.89.050 Type III Decision.

- A. Pre-application conference. A pre-application conference may be required by the Planning Director for Type III applications.

**Response:** This project was discussed with City staff on February 19, 2021, and the Pre-Application Conference Notes are included with this application (Exhibit I). This procedural requirement is met.

- B. Neighborhood meetings. As directed in Table 16.89.020, the applicant may be required to present their development proposal at a neighborhood meeting before the City accepts the application as complete. See Section 16.89.070.

**Response:** An online neighborhood meeting was held on March 25, 2021, to discuss the project with surrounding neighbors. The appropriate notification and meeting materials are included in this application (Exhibit H). This procedural requirement is satisfied.

- 
- C. Application requirements. Type III applications shall be made on forms provided by the Planning Director. The application shall be accompanied by all required information and fees.

**Response:** This application includes the City application form and required fee. This submittal requirement is met.

16.89.070 Neighborhood Meetings.

- A. Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input, identify issues, and exchange information about the proposed meeting.
- B. The Planning Commission or Planning Director may require an applicant to hold a meeting in the neighborhood prior to accepting an application as complete. A neighborhood meeting is required for some application types, as shown in Table 16.89.020, unless this requirement is waived by the Planning Director.
- C. At least two weeks prior to the neighborhood meeting, the applicant shall mail notice of the meeting to:
  - 1. The appointed chair of any neighborhood association in whose boundaries the application lies; and
  - 2. All of those who would receive notice of the application's public hearing before the Planning Commission.
- D. The meeting shall be held in a fully accessible location approved by the City.
- E. Following a required neighborhood meeting, applicants shall prepare a written summary of pertinent issues raised and shall prepare a detailed response to each issue. This material shall be submitted to the Planning Department in electronic format at least two weeks before the initial public hearing.
- F. Applicants or attendees may make audio or video recordings of the neighborhood meeting if desired.

**Response:** As previously stated, an online neighborhood meeting was held on March 25, 2021, to discuss the project with surrounding neighbors. The appropriate notification and meeting materials are included in this application (Exhibit H). This procedural requirement is satisfied.

16.89.080 Application Requirements and Completeness.

- A. Submittal. Applications for land use and development permits shall be filed on forms provided by the purpose by the Planning Director. The application shall be made with all required information and fees.
- B. Fees. Fees shall be set out by resolution adopted by the City Council. Fees shall differentiate between various processes and applications and no part of the fee shall be refunded unless approved by the Planning Director.

**Response:** This application includes the City application form and required fee. These submittal requirements are met.

- C. Amendments to forms. Application forms may be amended by the Planning Director. The Planning Commission shall first review and approve all proposed amendments as New Business Items.

---

**Response:** This is understood. This application includes the current application form available. To the extent applicable, this requirement is met.

D. **Completeness.** In reviewing an application for completeness, the following procedure shall be used:

1. When an application is received by the City, the Planning Director shall immediately determine whether the following essential items are present. If they are not, the Planning Director may choose not to accept the application, in which case the application shall be immediately returned to the applicant:
  - a. The required form;
  - b. The required fee; and
  - c. The signature of the applicant on the form, and signed written authorization of the property owner of record if the applicant is not the owner.

**Response:** A signed application form and required fee are included with this application. These requirements are satisfied.

#### **IV. Conclusion**

The required findings have been made, and this written narrative and accompanying documentation demonstrate that the application is consistent with the applicable provisions of the City of Canby Municipal Code. The evidence in the record is substantial, and the City can rely upon this information in its approval of the application.



**Photo 01: 1514 SE 3<sup>rd</sup> Court Front Elevation**  
Building has residential appearance and features masonry and glass in front elevation at entrance.



**Photo 02: 1514 SE 3<sup>rd</sup> Court Front and Side Elevations**  
*Photo shows building has a combination of wood siding and masonry accents.*



**Photo 03: 1514 SE 3<sup>rd</sup> Court Side Elevation**  
*Photo shows the side elevations are predominately wood siding with masonry accents. Color used for the main color is a neutral color.*



**Photo 04: 1535 SE 3<sup>rd</sup> Court Front Elevation**

*Photo shows building has residential appearance and utilizes a combination of wood siding with masonry accents, with additional masonry at entrance.*



**Photo 05: 1535 SE 3<sup>rd</sup> Court Side Elevation**

*Photo shows building has predominately wood siding with masonry accents and neutral colors.*



**Photo 06: 1507 SE 3<sup>rd</sup> Court Front Elevation**

*Building has residential appearance and utilizes wood siding with masonry accents.*



**Photo 07: 1507 SE 3<sup>rd</sup> Court Side Elevation**

*Photo shows building has a neutral color palette, wood siding, and masonry accents.*



# General Office Building (710)

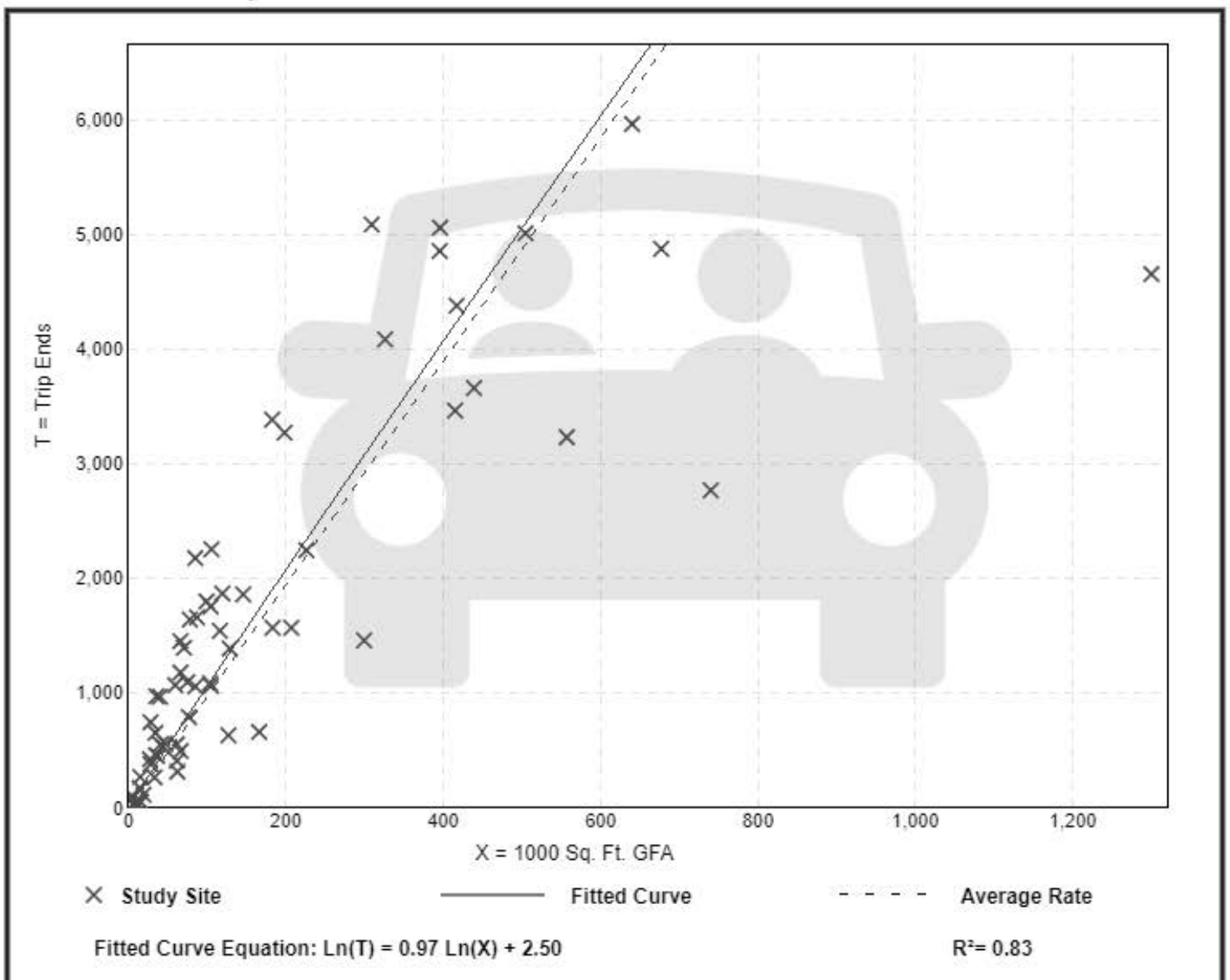
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday

Setting/Location: General Urban/Suburban  
Number of Studies: 66  
Avg. 1000 Sq. Ft. GFA: 171  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
9.74	2.71 - 27.56	5.15

## Data Plot and Equation





**Table 16.49.040 Site Design Review Menu Table**

As part of Site and Design Review, the following menu shall be used as part of the review. In Order to “pass” this table 60% of total possible points shall be earned, 10% of the total possible points must be from LID elements.

Design Criteria	Possible Points				
Parking	0	1	2	3	4
Screening of parking and/or loading facilities from public right-of-way	Not screened	Partially screened	Fully screened	-	-

**Response:** The subject site has frontage on SE 3<sup>rd</sup> Court which is a private street. That being said, the Preliminary Landscaping Plan included in Exhibit A show there is planned landscaping around the perimeter of the parking area. Therefore, **two points** have been applied for the planned screening.

Parking	0	1	2	3	4
Parking lot lighting provided	No	Yes		-	-

**Response:** As shown on the Preliminary Plans (Exhibit A), this application includes parking lot lighting. **One point** has been applied for the planned parking lot lighting.

Parking	0	1	2	3	4
Parking location (behind building is best)	Front	Side	Behind	-	-

**Response:** As shown on the Preliminary Plans, the planned parking area is in front of the building. Therefore, no points have been applied for the parking area location.

Parking	0	1	2	3	4
Number of parking spaces provided (% of minimum required)	>120%	101-120%	100%	-	-

**Response:** Pursuant to Table 16.10.050, the minimum off-street parking requirements are two spaces per 1,000 gross square feet of floor area. This application includes a ±2,750-square-foot building; therefore, a minimum of six parking spaces are required with this project. As shown on the Preliminary Plans, this project includes 15 parking spaces which is greater than 120 percent of the minimum parking spacing required. Therefore, no points have been applied for number of parking spaces.

Screening of Storage Areas and Utility Boxes	0	1	2	3	4
Trash storage is screened from view by solid wood fence, masonry wall or landscaping.	No	Yes	-	-	-

**Response:** As shown on the Preliminary Architectural Plans (Exhibit C), this application includes a 6-foot-tall wood fence around the trash and recycling area, providing screening from view. Therefore, **one point** has been applied for this item.

Screening of Storage Areas and Utility Boxes	0	1	2	3	4
Trash storage is located away from adjacent property lines.	0 - 10 feet from adjacent property	11 - 25 feet from adjacent property	>25 feet from adjacent property	-	-

**Response:** As shown on the Preliminary Plans (Exhibit A), the planned trash and recycling area is at least 25 feet from adjacent property lines. **Two points** have been applied for this item.

Screening of Storage Areas and Utility Boxes	0	1	2	3	4
Utility equipment, including rooftop equipment, is screened from view.	Not screened	Partially screened	Fully screened		

**Response:** As shown on the Preliminary Architectural Plans (Exhibit C), this application includes an air conditioning unit that is planned screened with a 4-foot fence. Therefore, **two points** have been applied for this item.

Access	0	1	2	3	4
Distance of access to nearest intersection.	≤70 feet	71 - 100 feet	>100 feet	-	-

**Response:** As shown on the Preliminary Plans (Exhibit A), the site's planned access is more than 100 feet from the intersection of SE 3<sup>rd</sup> Court and S Redwood Street. Therefore, **two points** have been applied for this item.

Access	0	1	2	3	4
Pedestrian walkways from public street/sidewalks to building entrances.	One entrance connected.		Walkways connecting all public streets/sidewalks to building entrances.	-	-

**Response:**

The subject site has frontage on SE 3<sup>rd</sup> Court, which is a private street. That being said, as shown on the Preliminary Plans, there is a planned pedestrian walkway from the existing sidewalk on SE 3<sup>rd</sup> Court to the building's entrance. Additionally, the northeastern property line abuts the Molalla Forest Road Trail and contains a portion of an existing pedestrian access that connects to the existing sidewalk on SE 3<sup>rd</sup> Court. Therefore, **two points** have been applied for this item.

Access	0	1	2	3	4
Pedestrian walkways from parking lot to building entrance.	No walkways	Walkway next to building only	Walkways connecting all parking areas to building entrances		.

**Response:**

As shown on the Preliminary Plans (Exhibit A), there is a planned walkway from the parking area to the building entrance. Therefore, **two points** have been applied for the planned pedestrian access.

Design Criteria	Possible Points				
Tree Retention	0	1	2	3	4
Percentage of trees retained	<10%	10-50%	51-75%	>75%	-
Replacement of trees removed	<50%	≥50%			-

**Response:**

As shown on the Existing Conditions Plan included in Exhibit A, the site does not have existing trees. This application includes an extensive amount of landscaping including 9 new trees. Therefore, **four points** have been applied for these items.

Signs	0	1	2	3	4
Dimensional size of sign (% of maximum permitted)	>75%	50-75%	<50%	-	-
Signs	0	1	2	3	4
Similarity of sign color to building color	Not similar	Somewhat similar	Similar	-	-
Signs	0	1	2	3	4
Pole sign used	Yes	No		-	-

**Response:** These items in the Site Design Review Menu provide the maximum points for signage that blends in with the buildings and is dimensioned smaller than what is permitted. This application does not include signage, and as such **five points** have been applied for these items.

Building Appearance	0	1	2	3	4
Style (similar to surroundings)	Not similar	Somewhat similar (1 or 2 points possible depending on level of similarity)		-	-

**Response:** As shown on the Preliminary Architectural Plans (Exhibit C), the future office building included in this application has a residential appearance and incorporates a mixture of wood siding and masonry materials. As shown on the Surrounding Property Photographs included in Exhibit M, this design is similar to the surrounding office buildings. Therefore, **one point** has been applied for this item.

Building Appearance	0	1	2	3	4
Color (subdued and similar to surroundings is better)	Neither	Similar or subdued	Both	-	-

**Response:** As shown on the Preliminary Architectural Plans (Exhibit C), the future building colors are neutral, and, as shown on the Surrounding Property Photographs included in Exhibit M the planned colors are subdued and are similar to surrounding office buildings. Therefore, **two points** have been applied for this item.

Building Appearance	0	1	2	3	4
Material (concrete, wood and brick are best)	Either 1 or 2 points may assigned at the discretion of the Site and Design Review Board				

**Response:** As shown on the Preliminary Architectural Plans (Exhibit C), the future office building included in this application is planned to be constructed out of wood and masonry. Therefore, **one point** has been applied for this item.



Building Appearance	0	1	2	3	4
Size of building (smaller is better)	>20,000 square feet	≤20,000 square feet		-	-

**Response:** As shown on the Preliminary Architectural Plans, the office building included in this application is planned to be ±2,750 square feet. **One point** has been applied for the size of the building.

Building Appearance	0	1	2	3	4
Provision of public art (i.e. murals, statues, fountains, decorative bike racks, etc.)	No			-	Yes

**Response:** This application does not include public art. Therefore, zero points have been applied for this item.

Landscaping	0	1	2	3	4
Number of non-required trees provided	-	At least one tree per 500 square feet of landscaping.	-	-	-

**Response:** This application includes an extensive amount of landscaping including 9 new trees. As discussed in Section 16.49.120.G, the trees that are included in the project required as part of the screening of the parking area and required street tree. Therefore, zero points have been applied for this item.

Landscaping	0	1	2	3	4
Amount of grass (less grass is better) (% of total landscaped area)	>50%	25-50%	<25%	-	-

**Response:** The Preliminary Landscape Plan included in Exhibit A demonstrates that the amount of grass included in the total landscaped area is less than 25 percent of the total landscaped area. Therefore, **two points** have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Use of pervious paving materials (% of total paved area)	<10%	-	10-50%	51-75%	>75%

**Response:** This application does not include pervious paving materials. Therefore, zero points have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Provision of park or open space area	None	-	Open space (Generally not for public use)	-	Park (public or privately owned for public use)

**Response:** As shown on the Preliminary Landscape Plan, this application includes an open space area that includes an outdoor seating area with picnic benches for employees to use. Therefore, **two points** have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Use of drought tolerant species in landscaping (% of total plants)	<25% drought tolerant	-	25-50% drought tolerant	51-75% drought tolerant	>75% drought tolerant

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, over 75 percent of the plants included in the landscape design are drought tolerant. Therefore, **four points** have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Provision of additional interior parking lot landscaping (% of minimum required)	100%	101-110%	111-120%	>120%	

**Response:** Pursuant to Section 16.49.120, this application requires 15 percent of the parking lot area to be landscaped, which is ±765 square feet (5,097 square feet parking lot area x 15%). As shown on the Preliminary Landscape Plan included in Exhibit A, this application includes ±1,909 square feet of parking lot landscaping, which represents over 120 percent of the minimum required (±918 square feet). **Three points** have been applied for the additional parking lot landscaping.

Low Impact Development (LID)	0	1	2	3	4
Provision of an eco-roof or rooftop garden (% of total roof area)	<10%			10-50%	>50%

**Response:** This application does not include an eco-roof or rooftop garden. Zero points have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Parking integrated within building footprint (below-grade, structured parking, or tuck-under parking) (% of total on-site parking)	<10%			10-50%	>50%

**Response:** The planned parking area is not located below grade. Therefore, zero points have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Disconnecting downspouts from city stormwater facilities	None	Some downspouts disconnected	All downspouts disconnected	-	-

**Response:** As shown on the Preliminary Plans (Exhibit A), the stormwater from the new building is planned to connect to an on-site stormwater facility and will not be connected to City stormwater facilities. Therefore, **two points** have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Shared parking with adjacent uses or public parking structure (% of total required parking spaces)	None	<50%	≥50%	-	-

**Response:** This application does not include shared parking or public parking. Therefore, zero points have been applied for this item.

Low Impact Development (LID)	0	1	2	3	4
Provision of rain gardens/bioretenti on areas for stormwater runoff (% of total landscaped area)	None	-	10-50%	51-75%	>75%

**Response:** As shown on the Preliminary Landscape Plan included in Exhibit A, this application includes an ±829-square-foot stormwater infiltration rain garden, which represents ±11 percent of the total landscaped area. Therefore, ***two points*** have been applied for this item.

	<b>Total Possible Points = 71, 60%=42.6 points, 10%=7.1 points</b>
--	--------------------------------------------------------------------

**Response:** Each of the items noted above in the Site Design Review Menu demonstrate that the planned future office building integrates LID practices, extensive landscaping, and a building that is designed to be harmonious with surrounding office buildings. This application includes a total of 43 possible points (61 percent), with 13 points (18 percent) for the LID measures. The points awarded for the above elements meet the requirements to pass.

# Colima Construction Office Building

## 1568 SE 3<sup>rd</sup> Court

### Canby, Oregon

### Preliminary Stormwater Report

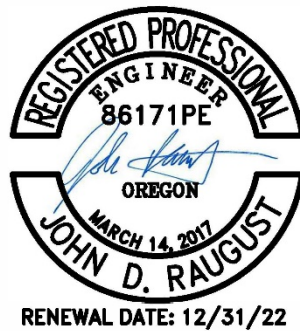
**Date:** August 2021

**Client:** Colima Construction LLC

**Engineering Contact:** John Raugust, PE

**Engineering Firm:** AKS Engineering & Forestry, LLC  
12965 SW Herman Road  
Suite 100  
Tualatin, OR 97062

**AKS Job Number:** 8639



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## Appendices

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# **Preliminary Stormwater Report**

**1568 SE 3<sup>RD</sup> COURT, CANBY, OREGON**

## **1.0 Purpose of Report**

The purpose of this report is to document the criteria the planned private stormwater system was designed to meet, identify the sources of information on which the analysis was based, detail the design methodology, and document the results of the analysis.

## **2.0 Project Location/Description**

The subject site is located on Tax Lot 3800 of Clackamas County Assessor's Map 3S 1E 34C, at 1568 SE 3<sup>rd</sup> Court, Canby Oregon, 97013. Currently, the site drains to the northwest and southwest. The stormwater runoff from the developed site will be routed to an on-site stormwater facility, located in the eastern portion of the project site for retention and infiltration. The developed area of the subject site is approximately ±0.37 acres.

## **3.0 Regulatory Design Criteria**

### **3.1 STORMWATER INFILTRATION CRITERIA**

The private infiltration rain garden will provide stormwater infiltration management per the Clean Water Services (CWS) Low Impact Development Approaches (LIDA) Handbook, July 2009, and the City of Canby requirements, including:

- Retention and infiltration of the stormwater runoff from impervious area up to the 10-year storm event (3.5 inches in 24 hours).

## **4.0 Design Methodology**

The Santa Barbara Urban Hydrograph (SBUH) method was utilized to design and size the private infiltration rain garden. The SBUH method utilizes the Soil Conservation Service (SCS) Type 1A 24-hour storm, as defined by the King County, Washington, Surface Water Design Manual. HydroCAD computer software aided in the analysis. Representative CN numbers were obtained from the King County, Washington, Surface Water Design Manual.

## **5.0 Design Parameters**

### **5.1 INFILTRATION RATE**

A geotechnical engineering study and standpipe falling head method of infiltration testing were conducted on the site by GeoPacific Engineering Inc. Based on infiltration test results from the Geotechnical Engineering Report, dated May 10, 2021, (Appendix E) the average infiltration rate in the area of the new private infiltration rain garden is 3.75 inches per hour at 8 feet of depth. A conservative estimate of 1.875 inches per hour (safety factor of 2) was utilized in this report for sizing the private infiltration rain garden.



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## **5.2 DESIGN CRITERIA**

Stormwater runoff from all new impervious areas will be routed to the new private infiltration rain garden (see calculations in the appendix). This private infiltration rain garden has been sized to retain and infiltrate the stormwater runoff from all new impervious areas, up to the 10-year storm event (3.5 inches in 24 hours).

## **5.3 EMERGENCY OVERFLOW**

In the event that the private infiltration rain garden becomes plugged or for some other reason cannot adequately infiltrate the stormwater, the stormwater will flow into the emergency overflow structure (ditch inlet), through the private stormwater main, to the emergency outfall. This outfall was placed at the City specified location, on the northerly adjacent taxlot (tax lot 100, tax map 3S1E34C – City owner parcel).